

**CITY OF SAN DIEGO
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FY 2013 CDBG APPLICATION: PUBLIC SERVICES PROJECTS**

Application Cover Sheet: For Information Only

It is expected that the City of San Diego will receive approximately \$10.2 million in CDBG entitlement funds and approximately \$3.8 million in program income for the FY 2013 CDBG Program. The maximum available funds to Public Services applicants will be 15% of the entitlement funds and program income funds (approximately \$2.1 million). The following is hereby noticed:

1. All CDBG Applicants for Public Services projects are **required to attend at least ONE session of the Mandatory FY 2013 CDBG Application Workshop for Public Services Projects** listed in the Application Process Timeline table (see next page) prior to and/or by the stated deadline.
2. **In order to ensure sufficient application workshop materials are available, potential applicants will be required to submit an RSVP confirmation to the CDBG Program's E-mail (CDBG@sandiego.gov)** and provide the following prior to the applicable workshop session: a) the application workshop title and date; b) Applicant Agency name and address; c) for each applicant staff being scheduled to attend, list their first name, last name, job title, phone number, and E-mail address; and d) for each applicant staff listed, indicate whether that person has program or fiscal responsibilities. It should be noted that potential applicants must ensure staff designated to be responsible for carrying out the program and fiscal responsibilities attend the workshop sessions.
3. All CDBG Applicants for Public Services projects are **required to attend at least ONE session of the Mandatory FY 2013 CDBG Application Workshop for Public Services Projects, prior to scheduling a one-on-one technical assistance meeting with CDBG Program staff.**
4. All CDBG Applicants must be able to demonstrate compliance with the CDBG Program's fiscal requirements, including the Three Month Cash Rule Test, in order to be considered for funding.
5. Premature commitment or expenditure of funds for proposed activities is prohibited. Project costs will not be eligible for CDBG reimbursement if they have been committed or spent prior to Environmental Clearance AND the start date listed in the executed FY 2013 CDBG written contract.
6. No allocation of CDBG funds will be made to a project in the amount of less than \$50,000 for the Public Services application process. The proposed funding requested must represent amount needed to complete the project by June 30, 2013. Unexpended and/or expired FY 2013 CDBG funds will be presented to City Council for reprogramming.
7. The CDBG Program will not accept faxed, e-mailed, incomplete or late applications. Those applications will not be accepted by our office nor be forwarded for funding consideration.

If assistance is needed, please contact CDBG staff at (619) 236-6476 or CDBG@sandiego.gov. Additional application information can be found at: <http://www.sandiego.gov/cdbg/apps>.

DEADLINE: MONDAY, DECEMBER 12, 2011 - 5:00 PM

One (1) Original Copy of the application containing original signatures AND One Original Copy of required certification and supporting documents as applicable must be submitted to and received by the CDBG Program Office by the above deadline. Address your agency's FY 2013 CDBG Application packet

**Angela Nazareno, CDBG Program Administrator
1200 Third Avenue, Suite #1400
San Diego, CA 92101**

November 10, 2011 Wednesday	<p>FY 2013 CDBG Application: Public Services Projects available as follows:</p> <ul style="list-style-type: none"> a) Distributed via E-mail to contacts maintained by the CDBG Program b) CDBG Program Website: http://www.sandiego.gov/cdbg/apps (PDF files for viewing only) c) Request submitted to: CDBG@sandiego.gov d) Request submitted by phone: (619) 236-6476 e) Request submitted in person or via letter: CDBG Program Office 1200 Third Avenue, Suite 1400 San Diego, CA 92101
November 16, 2011 Wednesday - 2 sessions 1) 10:00 AM - 12:00 PM 2) 1:30 PM - 4:00 PM	<p>FY 2013 CDBG Application: Public Services Projects Workshop Session (in conjunction with the Community/Economic Development Workshop)</p> <p>War Memorial Auditorium (Balboa Park) 3325 Zoo Drive San Diego, CA 92101</p> <p>NOTE: Applicants will need to select the morning session <u>OR</u> the afternoon session when submitting an RSVP for attendance.</p>
November 17, 2011 Thursday @ 2:00 PM	<p>FY 2013 CDBG Application: Public Services Projects Workshop Session (in conjunction with the Community/Economic Development Workshop and Development/Capital Improvement Workshop)</p> <p><u>CITY DEPARTMENT APPLICANTS ONLY</u></p> <p>CDBG Program Office 1200 Third Avenue, Suite 1400 San Diego, CA 92101</p>
November 21, 2011 - December 8, 2011	<p>FY 2013 CDBG Application One-on-One Technical Assistance: <u>Available By Appointment Only</u> to applicants that have attended the applicable Mandatory FY 2013 Application Workshop session.</p> <ul style="list-style-type: none"> a) Request submitted to: CDBG@sandiego.gov b) Request submitted by phone: (619) 236-6476 <p>Location: CDBG Program Office 1200 Third Avenue, Suite 1400 San Diego, CA 92101</p>
November 30, 2011 Wednesday - 2 sessions 1) 10:00 AM - 12:00 PM 2) 1:30 PM - 4:00 PM	<p>FY 2013 CDBG Application: Public Services Projects Workshop Session (in conjunction with the Community/Economic Development Workshop)</p> <p>War Memorial Auditorium (Balboa Park) 3325 Zoo Drive San Diego, CA 92101</p> <p>NOTE: Applicants will need to select the morning session <u>OR</u> the afternoon session when submitting an RSVP for attendance.</p>

December 1, 2011 Thursday @ 2:00 PM	FY 2013 CDBG Application: Public Services Projects Workshop Session (in conjunction with the Community/Economic Development Workshop and Development/Capital Improvement Workshop) <u>CITY DEPARTMENT APPLICANTS ONLY</u> CDBG Program Office 1200 Third Avenue, Suite 1400 San Diego, CA 92101
December 12, 2011 Monday @ 5:00 PM	FY 2013 CDBG APPLICATIONS DUE TO CDBG PROGRAM OFFICE
December 13, 2011 - January 5, 2012	CDBG Program staff Application Review: Initial program and fiscal review of submitted FY 2013 CDBG Applications
December 19, 2011 - January 5, 2012	<u>Applicable agencies notified of "non-compliance" or "ineligible" status</u> determinations based on CDBG Program staff review of FY 2013 CDBG Application packets; <u>Applicants will have up to five (5) working days to</u> <u>address all issues identified, based on the date the notification is sent by the</u> <u>CDBG Program Office</u>
December 19, 2012 - January 20, 2012	<u>FY 2013 CDBG Application - Secondary Review Process</u>
*Late January, 2012 - February, 2012	FY 2013 CDBG Application Binders distributed to Consolidated Plan Advisory Board members containing copies of eligible applications for review and scoring.
* February, 2012	Proposed FY 2013 CDBG Application scores submitted to CDBG Program Office
*March 2012	Proposed FY 2013 CDBG funding recommendations to be presented at a Public Safety & Neighborhood Services Committee meeting
*March 2012	Proposed FY 2013 CDBG funding recommendations to be presented to City Council for approval

* Tentative (specific dates to be determined)

**CITY OF SAN DIEGO
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FY 2013 CDBG APPLICATION: PUBLIC SERVICES PROJECTS**

APPLICATION SUBMITTAL CHECKLIST

(This form must be included in your agency's FY 2013 CDBG Application packet.)

ENTER "X" or "N/A" AS APPLICABLE FOR EACH BOX BELOW:

- ☐ 1. Application Form: One (1) Original Copy containing an original signature, single-sided and clipped
- NOTE: CDBG STAFF WILL NOT MAKE CHANGES AND/OR ADJUSTMENTS TO
CORRECT ANY ERRORS.**
- ☐ 2. FY 2013 CDBG Application and Agreement Process Handbook Certification Form
- ☐ 3. Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the FY 2013 CDBG Application: Public Services Projects and authorizing the Board President or Agency Representative (Executive Director, President, CEO) to sign the application.
- ☐ 4. Federal Tax Exemption Determination Letter
- ☐ 5. State Tax Exemption Determination Letter
- ☐ 6. FY 2011 Fiscal Documents
- a. ☐ For Non-Profit/For-Profit Agencies (NO EXCEPTIONS)
- ☐ Audited FY 2011 Financial Statements; AND
- ☐ Fully signed copy of Agency's FY 2011 Federal Tax Form 990; AND
- ☐ Fully signed copy of Agency's FY 2011 State Tax Form 199.
- b. ☐ For Governmental/Public Agencies
- ☐ Audited FY 2011 Financial Statements; AND
- c. ☐ For ANY Agencies that expended more than \$500,000 in federal funding for the year, the following must ALSO be included with the other required fiscal documents above:
- ☐ FY 2011 Single Audit.
- ☐ 7. Written Financial Management Procedures
- ☐ 8. Cost Allocation Plan
- a. ☐ Personnel Expenses
- b. ☐ Non-Personnel Expenses
- ☐ 9. Written Procurement Procedures (per 2 CFR Part 215.44), if applicable
- ☐ 10. Applicants receiving \$500,000 or more of federal funding, when that funding represents more than 10% of the agency's annual budget, must submit salary and wage ranges for each of their job classifications, including actual executive salaries and benefits packages applicable for the contract period.
- ☐ 11. Job descriptions of all staff, subcontractors, and/or volunteers to be utilized for conducting project activities proposed in this CDBG application. The job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.

- ☐ 12. Copy of the Agency Lease Agreement, if project site is not owned by the Agency and rent expenditures are included in the proposed project budget. **Requirement: The expiration of the lease must not be dated prior to June 30, 2013.**
- ☐ 13. Certification Regarding Lobbying
- ☐ 14. Certification Regarding Debarment and Suspension
- ☐ 15. Certification Regarding a Drug-Free Workplace
- ☐ 16. Certification Regarding the Civil Rights Act and Americans with Disabilities Act
- ☐ 17. Certification Regarding Section 504
- ☐ 18. MBE/WBE Certification of Compliance - Nonprofit Agency, if applicable
- ☐ 19. MBE/WBE Certification of Compliance - Governmental Agency, if applicable
- ☐ 20. Certification of Compliance with Conflict of Interest and Procurement Policies
- ☐ 21. Conflict of Interest Questionnaire
- ☐ 22. Assurance of Audit Requirements
- ☐ 23. Project Contact Information Form
- ☐ 24. Designated Authorized Signatures Form (original signature required) [No Self-Certification]
- ☐ 25. List of Current Board of Directors/Governing Board

Do not include extraneous material, unnecessary packaging or letter of transmittal.

***** SUBMITTAL OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING *****

CITY USE ONLY

SUBMITTAL TYPE	DATE RECEIVED	TIME RECEIVED	CITY STAFF INITIALS
<input type="checkbox"/> Hand Delivery			
<input type="checkbox"/> Mail Delivery			

CITY OF SAN DIEGO
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FY 2013 CDBG APPLICATION: PUBLIC SERVICES PROJECTS

[CDBG Program Office Use Only]

APPLICATION# _____

I. LEGAL NAME OF APPLICANT AGENCY

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II. AGENCY MAILING ADDRESS CITY: ZIP CODE:

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III. PRIMARY CONTACT PERSON/TITLE: TELEPHONE: E-MAIL:

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IV. SECONDARY CONTACT PERSON/TITLE: TELEPHONE: E-MAIL:

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V. TYPE OF AGENCY (MARK WITH "X"):

<input type="checkbox"/>	501(c)3 Non-Profit Organization
<input type="checkbox"/>	Government/Public Agency
<input type="checkbox"/>	For-Profit Organization
<input type="checkbox"/>	Faith-Based Organization
<input type="checkbox"/>	Other (specify) <table border="1" style="width: 350px; height: 15px;"></table>

VI. AGENCY DESCRIPTION:

Date of Incorporation:		Current Operating Budget:	
Agency Tax ID Number:		Number of Paid Staff:	
Agency DUNS Number:		Number of Volunteers:	

Agency's Mission Statement:

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VII. FY 2013 CDBG FUNDING REQUEST:

FY2013 CDBG Funding Request to Implement and Complete the Project Within Required Timelines:	
Amount of Other Funds <u>Secured</u> for the Project: NOTE: <u>Secured</u> represents non-CDBG funding awarded to Agency that is confirmed/documented at the time of application submittal.	
Amount of Other Funds <u>Unsecured</u> for the Project: NOTE: <u>Unsecured</u> represents funding requests (non-CDBG) submitted by Agency pending award results at the time of application submittal.	
TOTAL COST TO COMPLETE THE PROJECT:	

VIII. PROJECT TITLE (LIMITED TO 30 CHARACTERS):

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IX. PROJECT ADDRESS/ADDRESSES: CENSUS TRACT: COUNCIL DISTRICT:

X. CDBG ELIGIBLE PUBLIC SERVICES ACTIVITY (MUST SELECT ONLY ONE WITH "X"):

General Public Services	<input type="checkbox"/>	Child Care Services	<input type="checkbox"/>
Homeless/AIDS Services	<input type="checkbox"/>	Health Services	<input type="checkbox"/>
Senior Services	<input type="checkbox"/>	Abused and Neglected Children	<input type="checkbox"/>
Disability Services	<input type="checkbox"/>	Mental Health Services	<input type="checkbox"/>
Legal Services	<input type="checkbox"/>	Screening for Lead Based Paint/Lead Hazards	<input type="checkbox"/>
Youth Services	<input type="checkbox"/>	Subsistence Payments	<input type="checkbox"/>
Transportation Services	<input type="checkbox"/>	Homeownership Assistance (not direct)	<input type="checkbox"/>
Substance Abuse Services	<input type="checkbox"/>	Rental Housing Subsidies	<input type="checkbox"/>
Battered and Abused Spouses	<input type="checkbox"/>	Security Deposits	<input type="checkbox"/>
Employment Training	<input type="checkbox"/>	Housing Counseling	<input type="checkbox"/>
Crime Awareness	<input type="checkbox"/>	Neighborhood Cleanups	<input type="checkbox"/>
Tenant/Landlord Counseling	<input type="checkbox"/>	Food Banks	<input type="checkbox"/>

XI. PROVISION OF PUBLIC SERVICES ACTIVITY BACKGROUND:

Provide a background description of your Agency's history of providing the public services activity selected above (limited to the space below). Indicate how long your Agency has been providing such services. Describe whether your Agency coordinates and/or collaborates with other organizations/service providers in the project area to provide the activity selected above and explain their role if applicable.

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XII. PROJECT DESCRIPTION:

Provide a concise, specific description of the proposed project that provides an overview of the CDBG services to be provided, the project's proposed start and end date, and the days and hours of project operation.

XIII. PROJECT BENEFIT

To be eligible for CDBG funding from the City, the proposed project must meet the following National Objective: **Benefits low to moderate income (LMI) persons.**

In order to qualify as benefitting low to moderate income persons, an activity must fall into **one of the categories below**. Please mark the appropriate box with an "X".

1. ☐ **Area Benefit** - At least 51% of the residents within the targeted activity area are LMI persons. The targeted area must also be primarily residential.
2. ☐ **Limited Clientele** - To qualify under this subcategory, a limited clientele activity must meet one of the following tests. Please mark the appropriate box with an "X".
 - a. ☐ Clientele must be one of the following groups. Please mark the group(s) that best describes the clients to be served with an "X".

<input type="checkbox"/>	abused children
<input type="checkbox"/>	elderly persons 62 years or older
<input type="checkbox"/>	battered spouses
<input type="checkbox"/>	severely disabled adults (<i>use census population report definition; must document disability</i>)
<input type="checkbox"/>	illiterate adults
<input type="checkbox"/>	persons living with AIDS
<input type="checkbox"/>	migrant farm workers
<input type="checkbox"/>	homeless persons
 - b. ☐ At least 51% of the clientele served must be LMI persons. Income must be based on current status, not past year financial documents.
 - c. ☐ The activity must be of such nature and a location that it may be reasonably concluded that the clientele will be LMI persons.

3. ☐ Housing - The activity must result in housing that will be occupied by LMI persons upon completion. The housing can be either owner- or renter-occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents. Single family housing must be 100% LMI. Multi-unit housing must be at least 51% LMI.

XIV. TARGET POPULATION

Provide a description of the target population and/or target area/neighborhood boundaries to be served by the CDBG project and how this was determined. Indicate whether or not the the project currently serves the target population and/or target area/neighborhood boundaries described. Indicate whether the project office is located in, and provides services and is accessible to LMI City of San Diego residents.

XV. UNDUPLICATED CLIENT INFORMATION:

1. Indicate whether the project will be serving individual clients (enter "IC") or households (enter "HH"):

2. Total number of unduplicated clients/households to be served as a result of the proposed CDBG project:

3. Of this, total number of unduplicated LMI clients/households to be served:

4. Percentage of unduplicated LMI clients/households to be served:

5. Annual cost per client/household, based on unduplicated clients/households to be served and Agency's FY 2013 CDBG funding requested amount:

6. Provide a description of how the annual cost demonstrates high benefit and/or is justifiable for the proposed project.

7. Describe the method of data collection utilized to track client demographics (i.e. family size, race, ethnicity, income levels, city residency, etc.) and/or neighborhood boundaries served. Indicate whether your agency has an existing established system that tracks the client or whether demographics or whether your agency will have to develop a tracking system utilizing the CDBG funds being requested.

XVI. CONSOLIDATED PLAN GOALS

The funding priorities for this application process will be based on the City's approved Five-Year Consolidated Plan and will be prioritized by the City Council annually. The Consolidated Plan outlines a coordinated strategy to guide the City's efforts to address housing and community/ economic development needs over a five-year period. A citizen outreach effort was conducted to determine the needs and priorities of the City of San Diego. The following are the Consolidated Plan goals that can be addressed with the CDBG funds being made available through this application process for Public Service projects:

☐ Create a better living environment for persons with special needs.

☐ Provide shelter for persons who are homeless and assist them in moving out of homelessness.

Explain how the proposed project addresses the goal selected. Describe the need/problem that the proposed project is intending to meet. Include any supporting statistics or other factual information related to supporting the importance of addressing the need/problem, including any increases and/or improvement to services provided.

XVII. PERFORMANCE OUTCOME MEASURES

As of 2006, the U.S. Department of Housing and Urban Development (HUD) has instituted required performance measures to gather information and determine the effectiveness of programs funded with CDBG, ESG, HOME and HOPWA. Information obtained on the local level will be reported by the City to HUD, which will enable HUD to describe performance results at the National Level. HUD's outcome performance measurement system has three objectives and three outcomes which are listed below.

1. Select **ONE** of the following that best fits your project objective (mark with an "X"):

☐ Suitable Living Environment:

This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) or social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating residential neighborhoods.

☐ Decent Housing:

This objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and it does not include programs where housing is an element of a larger effort, since such programs would be more appropriately reported under the Suitable Living Environment objective.

☐ Creating/Expanding Economic Opportunity

This objective applies to the types of activities related to economic development, commercial revitalization or job creation.

2. Select **ONE** of the following that best describes the outcome your project will achieve (mark with an "X"):

☐ New or Improved Availability/Accessibility:

This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income persons, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.

☐ Affordability:

This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income persons. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.

☐ Sustainability:

This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

3. Anticipated Project Outcomes:

Complete the table(s) in this section to describe the proposed outcome(s) this project is expected to achieve. Each outcome statement listed should clearly demonstrate the anticipated benefits or changes for individuals of the target populations to be served after participation in program activities. List how many households or individuals will realize each outcome, how each outcome will be measured, and how it will be documented.

OUTCOME
<p>Outcomes are not the activities of the agency, but the benefits for the participants. Outcomes are related to overall project effectiveness. Describe how participants will benefit and how many are expected to realize this outcome. What will be the benefits for the clients? Focus on outcomes within the agency's control, utilize reasonable available data and have conditions that are well defined and measurable.</p> <p><i>Examples of outcomes include:</i></p> <ul style="list-style-type: none"> a) 250 seniors will have new access to nutritious lunch for a minimum of five days a week throughout a period of one year. b) 50 (or 75%) of the total number of homeless families provided with transitional housing shall move into permanent housing within one year of intake. c) A total of 120 (or 80%) of the total youth participants of the after-school tutoring program shall achieve improved grades in school. d) 75 (or 75%) of the total clients receiving employment services shall be employed within 90 days of entering the program.
OUTCOME MEASUREMENT
<p>Describe how the proposed outcome will be measured. <i>Examples include:</i></p> <ul style="list-style-type: none"> a) Total number of meals provided will be tracked. b) Total number of homeless families moving from ABC Residential Program to permanent housing will be tracked. c) A comparison of report cards at intake and subsequent report cards will be completed. d) The number of clients employed at intake will be compared with the number of clients employed after 90 days in the program.
DATA SOURCE
<p>Describe the data source that will be collected to document and/or measure the outcome achieved. <i>Examples include:</i></p> <ul style="list-style-type: none"> a) Meals delivered b) Lease or other housing agreements c) School report cards d) Paystubs and/or employer correspondence.
DATA COLLECTION METHODOLOGY
<p>Describe how the data source will be documented to demonstrate the outcome achieved. <i>Examples include:</i></p> <ul style="list-style-type: none"> a) Case Manager will maintain a log of meals delivered by client. Information will be maintained in the project database system and individual case files. b) Case Manager will document the client's residential status upon leaving the program in individual client case files. Information will also be maintained in the program's database system. c) Copies of school report cards will be collected from individual youth or their parents/guardians and maintained the client case files. Information will also be maintained in the program's database system. d) Case Manager will verify employment by collecting a copy of a paystub from the client or by contact with the client's supervisor at work.

OUTCOME #1
OUTCOME MEASUREMENT
DATA SOURCE
DATA COLLECTION METHODOLOGY
OUTCOME #2
OUTCOME MEASUREMENT
DATA SOURCE
DATA COLLECTION METHODOLOGY
OUTCOME #3
OUTCOME MEASUREMENT
DATA SOURCE
DATA COLLECTION METHODOLOGY

XVIII. PROJECT ACTIVITIES

1. Describe the services to be provided in order to achieve the outcome(s) in the previous section. Be concise and specific in describing each type of services/activity to be provided. Demonstrate how the services addresses the client needs and project outcomes to be achieved. Indicate the total number of unduplicated clients that will receive each identified service/activity.

2. Describe the frequency and duration of the services/activities listed in the previous section in terms of "weeks" and/or "months". If services/activities are provided on an "as-needed" basis, describe how this is determined.

3. Describe who will be providing the services/activities and how it will be administered. List the position title of each project staff responsible. If applicable, indicate how many subcontractors and/or volunteers will be utilized to provide the services/activities. For subcontractors, indicate whether a bidding process has been completed in adherence to federal requirements or whether a bidding process will be implemented pending funding approval.

4. Describe whether your agency will be networking or collaborating with other agencies to maximize the benefit to the CDBG clients served.

5. Describe the facility where the services/activities will be provided. Is it Agency-owned or leased?

6. Describe how potential clients will be informed about the services to be provided. Describe any project application processes utilized to intake clients.

7. Indicate whether or not fees will be charged for any services delivered in conjunction with this project for which CDBG funds are being requested. If fees are charged, describe the fee structure.

8. Describe whether there are other services/activities available in the area that address the same need. If applicable, provide justification for why the proposed project services/activities are needed in the area.

XIX. ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

Federal regulations require that all facilities and/or services assisted with CDBG funds be accessible to the disabled. Accessibility includes such things as: entrance ramps, parking with universal logo signage, grab bars around commodes and showers, top of toilet seats that meet required height from the floor, drain lines under lavatory sink either wrapped or insulated, space for wheelchair maneuverability, accessible water fountains, access between floors (elevators, ramps, lifts), and other improvements needed to assure full access to funded facilities/programs, including serving the blind and deaf. Describe whether the project currently meets ADA standards for accessibility by the disabled. If not, describe the accessibility problems and method to be utilized to address the problems, including funding and timetable.

XX. EMPLOYMENT AND CLIENT PARTICIPATION

Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

☐ Yes, currently

☐ Willing to adopt practice

☐ No, currently

XXI. ORGANIZATIONAL CAPACITY/CAPABILITY/TRACK RECORD

1. Describe your agency's history and experience with CDBG or other Federal grant programs, including the total years of experience, total amount of funding for each CDBG and/or other Federal grant award received, an overview of how the funds were utilized (i.e. project operations, equipment purchases, facility improvements), and the total number of unduplicated clients/households assisted with the funds.

2. Describe your agency's success/past accomplishments in carrying out the services/activities for which funding is being requested.

3. Describe your agency's project delivery staffing levels. Provide the following: a) the number of current paid staff in terms of full-time and part-time status; b) of those currently paid staff, the number and job titles of those that will be designated to, and paid by, the CDBG project if funded in terms of full-time and part-time status; c) the number and job titles of "new" staff that will be hired to work in the CDBG project if funded in terms of full-time and part-time status; and d) the number and job titles of consultant/contracted staff that will be hired to work on the CDBG project if funded in terms of full-time and part-time status.

4. Describe your agency's current staff qualifications in carrying out the proposed services/activities and ensuring the project can be completed as proposed and within the scheduled timeline.

5. Describe how your agency will monitor the project progress and ensure compliance with CDBG Program, other federal requirements, City requirements and/or all other applicable policy and procedural requirements, including evaluation tools utilized and the tracking/recordkeeping of clients assisted with multiple funding sources.

6. Describe who will be responsible for the program oversight if funded. List their job titles and their experience and qualifications with ensuring program compliance with federal and/or multiple funding sources.

7. Describe your agency's fiscal management system (i.e. disbursement/payment procedures, financial reporting, recordkeeping, accounting procedures, and audit requirements).

8. Describe who will be responsible for the financial oversight of CDBG expenditures if funded. List their job titles and indicate their experience and qualifications with ensuring fiscal compliance with federal and/or multiple funding sources.

9. Describe the makeup of your agency's Board of Directors in terms of how many members and any experience with/knowledge of the target population served and/or community representation and/or needs addressed by the project.

10. Describe your agency's Board of Directors' financial and program oversight of your agency and programs/projects.

11. Describe how your agency enforces a conflict of interest policy.

12. Describe your agency's administrative systems by checking each item that exists within your agency's organizational structure

<input type="checkbox"/>	Formal Personnel System:	Are written procedures in place? _____ (Yes or No)
<input type="checkbox"/>	Staff Salary Tracking System by Funding Source	
<input type="checkbox"/>	Audit System:	Are formal written accounting procedures in place? _____ (Yes or No)
<input type="checkbox"/>	Recordkeeping System/Separate Tracking for Each Funding Source	
<input type="checkbox"/>	Formal Written Cash Management Practices (Includes Proper Security Measures)	
<input type="checkbox"/>	Hard Copy Files and Computer Records Systems with Security and Back-up in Place	
<input type="checkbox"/>	Internal Monitoring/Evaluation System	
		Are written procedures in place? _____ (Yes or No)
		Are procedures in compliance with Sarbanes-Oxley? _____ (Yes or No)
<input type="checkbox"/>	Client Eligibility Verification	
<input type="checkbox"/>	Client Demographic Data Collection and Reporting System	
<input type="checkbox"/>	Procurement Policy:	Are formal written procedures in place? _____ (Yes or No)
<input type="checkbox"/>	Conflict of Interest Policies	
<input type="checkbox"/>	Client Grievance Policies	
<input type="checkbox"/>	Annual Fundraising/Revenue Generation	

13. Describe whether there are any improvements needed in your agency's administrative system. Describe what they are and how they will be addressed.

XXII. PROJECT SUSTAINABILITY

CDBG is not a guaranteed funding source. Describe the following: 1) How your agency will implement this project, should funds not be awarded as requested; and 2) If funded, how you will continue this project if CDBG funds are not available in future years.

XXIII. LIST OF FUNDING SOURCES FOR THE PROJECT

	AMOUNT SECURED	AMOUNT UNSECURED	% OF TOT
FY 2013 CDBG Request from City of San Diego			
List Other Sources Below:			
HOME			
ESG			
HOPWA			
CDBG-R			
NSP			
HPRP			
Other Federal Stimulus Funds			
Other Federal Funds			
San Diego Housing Commission			
State Funds			
County Funds			
Local Funds			
Private Funds			
Agency Funds			
TOTAL			
(MUST MATCH SECTION VII. ON PAGE 1)			

XXIV. THREE MONTH CASH RULE TEST

The three (3) month rule is used by the CDBG Program Office as a guideline to determine whether an Agency is solvent and has enough available cash to take a CDBG project from beginning to end in the twelve months allowed to complete the project. CDBG projects should not harm the day-to-day operations of the Agency, so enough funds must be available for both purposes. Provide the information requested below to demonstrate that your agency has enough cash on hand to operate the proposed project on a reimbursement basis. The cash amount to be listed must be based on the balance sheet of your agency's financial statement submitted with the FY 2013 CDBG Application. Cash cannot include Long Term Investments or Receivables.

Agency Source Document for Cash Balance Amount	
Agency Cash Balance	<input type="text"/>
Multiply Agency Cash Balance by 4	<input type="text"/>
If resulting amount is greater than the FY 2013 CDBG funding request, your agency has demonstrated that it can operate the proposed project on a reimbursement basis.	

XXV. FY 2013 COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT BUDGET

List the expenses that will be applied to only the CDBG-funded portion of the project's total budget, along with an explanation of how each expense is related to project delivery. **Total budget amount should match Page 1, Section VII, FY 2013 CDBG Funding Request amount.** NOTE: If funded, this proposed budget may be subject to change per the CDBG Program Office based on eligibility prior to completion of the contract execution process.

1. Project Budget Information

LINE ITEM/TYPE OF EXPENDITURE	TOTAL CDBG AMOUNT
Salaries & Wages	
Fringe Benefits	
Total Personnel	
Supplies	
Postage	
Publications/Printing	
Transportation	
Rent	
Equipment Rental	
Equipment Purchases	
Utilities	
Telephone	
Maintenance/Repair	
Insurance	
Consultant Services	
Other (specify)	
Other (specify)	
Total Non-Personnel	
Total Indirect Costs/Administrative Overhead	
Total FY 2013 PROJECT BUDGET (AMOUNT MUST MATCH SECTION VII. ON PAGE 1)	

2. Personnel Salaries & Wage Details

POSITION TITLE	ANNUAL GROSS PAY	CDBG %	TOTAL CDBG AMOUNT
Total CDBG Direct Costs Salaries & Wages Budget			

3. Personnel Fringe Benefits Budget Details

POSITION TITLE	FRINGE TITLE	AMOUNT	CDBG %	TOTAL CDBG AMOUNT
Total CDBG Direct Costs Fringe Benefits Budget				

4. Non-Personnel Budget Details

a. Supplies CDBG Budget: _____ CDBG % _____

Justification:

b. Postage CDBG Budget: _____ CDBG % _____

Justification:

c. Publications/Printing CDBG Budget: _____ CDBG % _____

Justification:

Justification:	
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Justification:	
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Justification:	
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Justification:	
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Justification:

i. Telephone CDBG Budget: _____ CDBG % _____

Justification:

j. Maintenance/Repair CDBG Budget: _____ CDBG % _____

Justification:

k. Insurance CDBG Budget: _____ CDBG % _____

Justification:

l. Consultant Services CDBG Budget: _____ CDBG % _____

Justification:

m. Other Title: _____
CDBG Budget: _____ CDBG % _____

Justification:

n. Other

Title: _____

CDBG Budget: _____

CDBG % _____

Justification:

5. Indirect Costs/Administrative Overhead: Salaries & Wages Budget Details

POSITION TITLE	ANNUAL GROSS PAY	CDBG %	TOTAL CDBG AMOUNT
Total CDBG Indirect Costs/Administrative Overhead Salaries & Wages Budget			

6. Indirect Costs/Administrative Overhead: Fringe Benefits Budget Details

POSITION TITLE	FRINGE TITLE	AMOUNT	CDBG %	TOTAL CDBG AMOUNT
Total CDBG Indirect Costs/Administrative Overhead Fringe Benefits Budget				

7. Indirect Costs/Administrative Overhead: Non-Personnel Budget Details

LINE ITEM/TYPE OF EXPENDITURE	AGENCY ANNUAL BUDGET	CDBG %	TOTAL CDBG AMOUNT
Total CDBG Indirect Costs/Administrative Overhead Non-Personnel Budget			

8. Indirect Costs/Administrative Overhead Calculation - Limited to 15%

Indirect Costs/Administrative Overhead are limited to 15% of the total CDBG project budget. Sum the total of the three Indirect Costs/Administrative Overhead tables and enter the amount in the Total Overhead/Indirect Costs Budget field. Complete the calculation below to confirm that your agency has only budgeted the maximum 15% of the FY 2013 CDBG funding request amount for Indirect Costs/Administrative Overhead.

Total Overhead/Indirect Costs Budget	
Divide by FY 2013 Funding Request Amount	
Resulting Percentage	

XXVI. CERTIFICATION OF APPLICATION

The undersigned acknowledges the following:

1. That the applicant confirms that program and fiscal staff has attended a minimum of one session of the Mandatory FY 2013 CDBG Application Workshop for Public Services Projects and signed the attendance log, as required. Applicant understands that if such attendance cannot be verified by the CDBG Program Office, this application will be deemed "ineligible" and will not be forwarded for FY 2013 CDBG Program funding consideration per Council Policy 700-02.
2. That, to the best knowledge and belief, all factual information provided is true and correct and all services and proposed budget amounts are justifiable. This application and all attachments are complete and accurate.
3. That submittal of an application for this project is not a guarantee of funding from the City of San Diego.
4. That the proposed project described in this application meets the following National Objective: Benefits low- or moderate-income (LMI) persons, governing the use of CDBG funds per 24 CFR 570.208, Section A.
5. That all CDBG-funded activities shall be within the boundaries of the City of San Diego and benefit only City of San Diego residents.
6. That no revised applications may be made in connection with this application once the deadline for applications has passed, unless revisions and/or additional documentation are mandated by the CDBG Program Office during their application review process.
7. That an application scoring process has been implemented for all FY 2013 CDBG Applications. Eligible FY 2013 CDBG Applications will be forwarded to the City's Consolidated Plan Advisory Board for review and scoring. Applicant understands that there is no appeals process for final scores issued by each Advisory Board member. Funding recommendations will be based on the total score received for each application reviewed. The funding recommendations will be forwarded to City Council for approval.
8. That applications determined to be "ineligible" by the CDBG Program Office will not be forwarded to the Consolidated Plan Advisory Board for FY 2013 CDBG Program funding consideration.
9. That past program and financial performance will be considered in reviewing this application.
10. That, after CDBG Program Office review of this application and supporting documents, it is determined that program and/or fiscal eligibility cannot be determined, required supporting documents were missing, and/or application instructions were not adhered to, the applicant understands that this application shall be deemed to be in "non-compliance" and will be required to undergo a "Secondary Review Process" to address all issues identified. If such issues are not satisfactorily addressed, the applicant understands that this application will be deemed "ineligible" and will not be forwarded for FY 2013 CDBG Program funding consideration. Should the issues be satisfactorily addressed, information regarding the secondary review process will be made available to the Consolidated Plan Advisory Board for consideration in their review and scoring of applications.
11. That, if the project is funded, the City of San Diego reserves the right to reduce and/or cancel the allocation if federal entitlements are canceled, reduced, or rescinded.
12. That the project may be approved at a smaller level of funding than was requested, based on the amount of FY 2013 CDBG funding available to award.
13. That a project's FY 2013 funding does not guarantee its continuation in the City's future action plans. Applicant understands that awarded CDBG funds are NOT an ongoing source of operating support. Even if approved for FY 2013 funding, there is no guarantee that approved projects will receive funding in future years.

XXVI. CERTIFICATION OF APPLICATION (continued)

14. That, if the project is funded, a written executed contract that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the applicant and the City of San Diego.
15. That, if the project is funded, the applicant shall comply with all federal and City policies and requirements, City procedures must be followed, as applicable to the CDBG Program.
16. That, if the project is funded, all required federal and City certifications and assurances shall be adhered to.
17. That, if the project is funded, the applicant shall not use CDBG funds for grant writing, fundraising or lobbying per OMB Circular A-87.
18. That, if the project is funded, the applicant understands that CDBG funds may not be utilized to support inherently religious activities such as worship, religious instructions, or proselytization. Applicant understands that CDBG funds can only be utilized to pay for activities attributable to CDBG-eligible activities and the project must serve all eligible beneficiaries without regard to religion.
19. That, if the project is funded, the applicant understands that Fair Housing materials/brochures must be posted and/or accessible at the program locations. Applicant also understands that project facilities may be reviewed for compliance with Section 504 and ADA requirements.
20. That, if the project is funded, the City will perform a National Environmental Policy Act (NEPA) review prior to the obligation of funds (execution of a written agreement).
21. That proof of required insurance coverage will be submitted to the City prior to the execution of a written agreement. Applicant understands that the execution of a written agreement will be delayed until proof of required insurance is submitted to the City.
22. That written signatory authority from the applicant's governing body indicating who can execute written agreements/contracts and amendments on its behalf has been included with this application packet.
23. That, if the project is funded, sufficient funds are available from non-CDBG sources to complete the project as described on a reimbursement basis.
24. That, if the project is funded, the applicant understands that the most recent financial statement (immediate prior fiscal year end) and tax forms must be submitted prior to execution of a written agreement between the City and the applicant. Services will not be approved for implementation until these fiscal documents can be reviewed to determine compliance with the CDBG Program's fiscal requirements.
25. That, if the project is funded, the proposed services/activities listed in this application may be implemented without delay upon the execution of a written agreement between the City of San Diego and the applicant.
26. That the applicant is fully capable of fulfilling its obligation under this application.
27. That the proposed funding requested represents the amount needed to complete the project by June 30, 2013. All written contracts shall expire on June 30, 2013.
28. That, if the project is funded, the applicant understands that a request to revise the "project category" OR "project description" listed in this application will not be accepted by the CDBG Program Office.
29. That, if the project is funded, the applicant understands that CDBG funds are provided on a reimbursement basis and that required Monthly Programmatic Reports and supporting documentation must be reviewed and accepted by an assigned CDBG Project Manager prior to approval of reimbursement payment to the applicant.

XXVI. CERTIFICATION OF APPLICATION (continued)

30. That, if the project is funded, the applicant understands that CDBG funds are provided on a reimbursement basis and that required Requests for Reimbursement reports and supporting documentation must be reviewed and accepted by the CDBG Fiscal Unit, pursuant to HUD's Playing by the Rules Handbook and the CDBG Program Operating Manual, prior to approval of payment to the applicant.
31. That the applicant understands that all CDBG funds allocated to projects must be expended by June 30, 2013, or such funds will be presented to City Council for reprogramming.
32. That the applicant does not have any unresolved audit findings for prior CDBG and/or other federal-funded projects.
33. That the applicant understands that the City may verify any or all statements contained in this application packet, and that any intentionally false information or omission may disqualify the applicant from consideration for CDBG funding in the current and future years.
34. That the applicant understands that, upon submission, this application packet becomes the property of the City of San Diego and will not be returned to the applicant in whole or in part.
35. That the undersigned has reviewed this application packet for completeness and accuracy and have approved the description, performance goals, budget, and other aspects of the described project listed in this application.
36. That, if the project is funded, the applicant understands that the CDBG Program Office reserves the right to require final revisions to proposed scope of work/services and/or budget line items prior to the execution of a written contract utilizing FY 2013 CDBG funds.
37. That, if the project is funded, the applicant agrees to accept and execute the City's standard contract boilerplate for the funding.
38. That the applicant possesses the legal authority to apply for CDBG funds and to implement the proposed project.
39. That the governing body of the applicant agency authorizes the submission of this application.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT
U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

By signature below, the applicant acknowledges the above.

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

AGENCY: _____

PROJECT: _____

APPLICATION CHECKLIST #8.a.
COST ALLOCATION PLAN: PERSONNEL
FY 2013 CDBG PROGRAM APPLICATION PROCESS

This form details the breakdown of each line item of the Agency's annual budget by contributing funding source. (1) List the secured funding source titles in the funding source row that makes up the total annual budget. (2) Enter the total funding source amount for each funding source title entered in section (1). (3) Enter the total anticipated Program Income (PI) for each funding source title entered in section (1). (4) List the position title under the salaries & wages section, the fringe benefit title under the fringe benefit section and NPE title under line item section. (5) Enter the total gross salary & wage budget, total gross fringe benefits & NPE budget for each line item in the budget amount column, as well as the percent and amount contributed by each funding source in Section (1). **NOTE: Please submit a revised plan each time funding sources are secured or terminated during FY 2013.**

AGENCY

[illegible]

NOTES ON CALCULATIONS:

COST ALLOCATION PLAN CONTINUED - AGENCY

NOTES ON CALCULATIONS:

APPLICATION CHECKLIST #11
JOB DESCRIPTIONS
FY 2013 CDBG PROGRAM APPLICATION PROCESS

Please provide the job descriptions of all Agency staff, subcontractors, and/or volunteers to be utilized for conducting project services/activities proposed in the FY 2013 CDBG Application. The job description listed should be limited to the specific duties/responsibilities associated with the proposed CDBG project, rather than a general agency description. Under each job title, list whether the position will be "CDBG-Paid for Direct Services", "CDBG-Paid for Overhead/Indirect Costs", "Subcontractor", or "Volunteer".

AGENCY _____

PROJECT _____

JOB TITLE	DESCRIPTION

[illegible]

[illegible]

APPLICATION CHECKLIST #13
CERTIFICATION REGARDING LOBBYING
FY 2013 CDBG PROGRAM APPLICATION PROCESS

By signing and submitting this certification, the undersigned certifies to the best of its knowledge and belief that it and its principals shall be in compliance with the following:

- (1) Agency shall not use, and require its subcontractors not to use, any of the funds, personnel, or materials received in connection with any agreement (contracts, grants, cooperative agreements) awarded by the City of San Diego to influence or attempt to influence any governmental decision or election in any manner whatsoever. This prohibition shall apply to any decision of any kind to be made by any electorate, legislative body, agency, bureau, board, commission, district, or any other instrument of federal, state, or local government. The term "influence or attempt to influence" shall mean the making, with the intent to influence, any communication to or appearance before any officer, employee, or appointee of any governmental entity, as well as any communication made to any electorate, regarding any ballot measure or candidate election.
- (2) Agency acknowledges that federal funds received from the City of San Diego for individual program(s) have been provided pursuant to a federal grant, and shall comply with the laws set forth at 31 USC section 1352 (1989) and 24 CFR 87.
- (3) Agency shall disclose any funds from any other source which have been paid by Contractor or its principals and agents within the last year to influence or attempt to influence decisions of the federal government by completing, signing, and submitting Standard Form LLL, "Disclosure of Lobbying Activities". (24 CFR 87, Appendix B) Contractor understands that the duty to disclose lobbying activities is a continuing requirement, and therefore shall make such disclosures at the end of each calendar quarter in which there occurs any event requiring disclosure.
- (4) Agency shall require the language of this certification be included in the award documents for all subawards at all tiers (including subagreements, subcontracts, subgrants, and cooperative agreements exceeding \$100,000) and that all subrecipients shall certify and disclose accordingly.

This certification submitted to the City of San Diego is a material representation of fact upon which reliance was placed when entering into a contract agreement. If it later determined that the Agency rendered an erroneous certification, in addition to other remedies available, the City of San Diego may terminate the contract for default.

Name of Applicant Agency

Signature of Authorized Certifying Official/Representative

Date

Printed/Typed Name and Title of Authorized Certifying Official/Representative

APPLICATION CHECKLIST #14
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT,
INELIGIBILITY AND OTHER RESPONSIBILITY MATTERS
FY 2013 CDBG PROGRAM APPLICATION PROCESS

1. By signing and submitting this certification, the undersigned certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
 - b) Have not within a three-year period preceding this award, have been convicted of or had a civil judgment rendered against them for: commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in Section 1.b) of this certification;
 - d) Have not within a three-year period preceding this award, had one or more contracts (Federal, State, or local) terminated for cause or default;
 - e) Will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency; and
 - f) Will require that the language of this certification to be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
2. "Principals", for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity.
3. Where the undersigned is unable to certify to the statements listed in section (1) in this certification, an explanation shall be attached. The Agency shall provide immediate written notice if, at any time prior to or during the negotiated contract period, the Agency learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (1) of this provision. The knowledge and information of the Agency is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
5. This certification submitted to the City of San Diego is a material representation of fact upon which reliance was placed when entering into a contract agreement. If it is later determined that the Agency knowingly rendered an erroneous certification, in addition to other remedies available, the City of San Diego may terminate the contract for default.

Name of Applicant Agency

Signature of Authorized Certifying Official/Representative

Date

Printed/Typed Name and Title of Authorized Certifying Official/Representative

APPLICATION CHECKLIST #15
CERTIFICATION FOR A DRUG-FREE WORKPLACE
FY 2013 CDBG PROGRAM APPLICATION PROCESS

- A. Every person or Agency awarded a contract by the City of San Diego for the provision of services shall certify to the City that it will provide a drug-free workplace. By signing and submitting this certification, the undersigned certifies that it and its subcontractors shall provide a drug-free workplace by doing all of the following:
- 1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying the actions that will be taken against employees for violations of the prohibition.
 - 2) Establishing a drug-free awareness program to inform employees about all of the following:
 - a) The dangers of drug abuse in the workplace.
 - b) The person's or organization's policy of maintaining a drug-free workplace.
 - c) Any available drug counseling, rehabilitation, and employee assistance programs.
 - d) The penalties that may be imposed upon employees for drug abuse violations.
 - 3) Posting the statement required by Section A.1) of this certification in a prominent place at the Agency's main office. For projects large enough to necessitate a construction trailer at the job site, the required signage would also be posted at the job site.
- B. Agencies shall include in each subcontract agreement language which indicates the subcontractor's agreement to abide by the provisions of Sections A. 1) through 3) if this certification inclusive of Section A. Contractors and subcontractors shall be individually responsible for their own drug-free workplace programs.
- C. This certification submitted to the City of San Diego is a material representation of fact upon which reliance was placed when entering into a contract agreement. If it is later determined that the Agency knowingly rendered an erroneous certification, in addition to other remedies available, the City of San Diego may terminate the contract for default.

Name of Applicant Agency

Signature of Authorized Certifying Official/Representative

Date

Printed/Typed Name and Title of Authorized Certifying Official/Representative

APPLICATION CHECKLIST #16
CERTIFICATION REGARDING COMPLIANCE WITH
CIVIL RIGHTS ACT AND AMERICANS WITH DISABILITIES ACT
FY 2013 CDBG PROGRAM APPLICATION PROCESS

The organization listed below certifies that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964. Written documents outlining this organization's non-discrimination policy are on file and available for review. (See 28 CFR 35.)

It is further certified that this agency has reviewed its projects, programs, and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990. Written documentation concerning this review and corrective actions taken (if any) are on file and available for review.

Name of Applicant Agency

Signature of Authorized Certifying Official/Representative

Date

Printed/Typed Name and Title of Authorized Certifying Official/Representative

APPLICATION CHECKLIST #17
CERTIFICATION REGARDING SECTION 504
FY 2013 CDBG PROGRAM APPLICATION PROCESS

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in the operation of programs receiving federal financial assistance. HUD regulations implementing Section 504 contain accessibility requirements for new construction and rehabilitation of housing as well as requirements for ensuring that the programs themselves are operated in a manner that is accessible to and usable by persons with disabilities. Both individual units and the common areas of buildings must be accessible under Section 504.

Section 504 states that "no qualified individuals with a disability in the United States shall be excluded from, denied the benefits of, or be subject to discrimination under" any program or activity that receives Federal financial assistance. Requirements common to these regulations include program accessibility; effective communication with people who have hearing or vision disabilities; and accessible new construction and alterations (See 24 CFR Part 8). Further information concerning compliance with any of these requirements may be obtained through the HUD web page:

<http://portal.hud.gov/portal/page/portal/HUD/programdescription/sec504>

Signature and Certification:

The undersigned certifies that it has read and understands all of its obligations under the Section 504 requirements. The undersigned acknowledges that this certification will be relied upon by the City of San Diego in its review and approval of proposed funding and any misrepresentations of information or failure to comply with any conditions stated in this certification could result in disqualification of the application, disallowance of reimbursement requests, or termination of CDBG contract. The undersigned also agrees to cooperate in any compliance review and to provide reasonable access to the premises of all places of business and employment and to records, files, information and employees therein to City of San Diego for reviewing compliance with Section 504 requirements.

Name of Applicant Agency

Signature of Authorized Certifying Official/Representative

Date

Printed/Typed Name and Title of Authorized Certifying Official/Representative

One of these must be checked:

☐

Good faith self-certification

☐

Not in compliance with Section 504/ADA requirements, but seeking CDBG funds to address Section 504 issues

☐

Not in compliance with Section 504/ADA requirements, but in compliance with City-approved Compliance Plan

APPLICATION CHECKLIST #18
CERTIFICATION REGARDING COMPLIANCE WITH
MINORITY BUSINESS ENTERPRISE (MBE),
WOMEN'S BUSINESS ENTERPRISE (WBE),
AND SMALL BUSINESS CONTRACTING REQUIREMENTS
FY 2013 CDBG PROGRAM APPLICATION PROCESS

- A. The organization listed below certifies that it will comply with 24 CFR Part 84.44(b), as follows:

The organization will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

Affirmative steps shall include:

Positive efforts shall be made by the organization to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. Recipients of CDBG funds shall take all of the following steps to further this goal.

- (1) Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
- (2) Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.
- (3) Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.
- (4) Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.
- (5) Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises.

- B. The organization further certifies that it will submit to the City of San Diego at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with CDBG funds with contracts of \$10,000 or greater, in a format to be provided by the City.

Name of Applicant Agency

Signature of Authorized Certifying Official/Representative

Date

Printed/Typed Name and Title of Authorized Certifying Official/Representative

APPLICATION CHECKLIST #19
CERTIFICATION REGARDING COMPLIANCE WITH
MINORITY BUSINESS ENTERPRISE (MBE),
WOMEN'S BUSINESS ENTERPRISE (WBE),
AND SMALL BUSINESS CONTRACTING REQUIREMENTS
(GOVERNMENTAL AGENCIES)
FY 2013 CDBG PROGRAM APPLICATION PROCESS

A. The organization listed below certifies that it will comply with 24 CFR Part 85.36(e), as follows:

The organization will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

Affirmative steps shall include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
- (5) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs A.(i) through (v) of this section.

B. The organization further certifies that it will submit to the City of San Diego at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with CDBG funds with contracts of \$10,000 or greater, in a format to be provided by the City.

Name of Applicant Agency (Governmental)

Signature of Authorized Certifying Official/Representative

Date

Printed/Typed Name and Title of Authorized Certifying Official/Representative

APPLICATION CHECKLIST #20
CERTIFICATION OF COMPLIANCE WITH
CONFLICT OF INTEREST AND PROCUREMENT POLICIES
FY 2013 CDBG PROGRAM APPLICATION PROCESS

The undersigned certifies that the listed applicant organization is not in violation of, or has not participated, and will not participate, in the violation of the following Conflict of Interest and Procurement Policies:

24 CFR 570.611 and 24 CFR 576.57 (d) - Conflict of Interest

No person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee, nonprofit recipient that received CDBG funds and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect to thereto, or the proceeds thereunder, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure, or for one year thereafter. HUD may grant an exception to this exclusion as provided in 24 CFR 570.611 (d) and (e).

OMB Circular A-110 - Codes of Conduct

The subrecipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated therein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the subrecipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements. However, subrecipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standard of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the subrecipient.

Name of Applicant Agency

Signature of Authorized Certifying Official/Representative

Date

Printed/Typed Name and Title of Authorized Certifying Official/Representative

APPLICATION CHECKLIST #21
CERTIFICATION OF COMPLIANCE WITH
CONFLICT OF INTEREST AND PROCUREMENT POLICIES
FY 2013 CDBG PROGRAM APPLICATION PROCESS

Federal, State and Local law prohibits employees and public officials of the City of San Diego from participating on behalf of the City in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant for CDBG funding. The purpose of this questionnaire is to determine if the applicant, its staff, or any of the applicant's Board of Directors would create conflict of interest.

1. Is there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Council, a City Advisory Board, a City Commission, and/or a City Committee?

Yes ☐ No ☐

If yes, list the name(s) and affiliation below:

NAME	POSITION	AFFILIATION WITH CITY

2. Will the CDBG funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one year of the date of this application City employee or consultant, or a member of the City Council, a City Advisory Board, a City Commission, and/or a City Committee?

Yes ☐ No ☐

If yes, list the name(s) and affiliation below:

NAME	POSITION	AFFILIATION WITH CITY

3. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a City employee, consultant, or a member of the City Council, a City Advisory Board, a City Commission and/or a City Committee?

Yes ☐ No ☐

If yes, list the name(s) and affiliation below:

NAME	POSITION	AFFILIATION WITH CITY

If you have answered "YES" to any of the questions listed in the previous page, the CDBG Program Office, alongside the City Attorney's Office, will need to determine whether a real or apparent conflict of interest exists.

Name of Applicant Agency

Signature of Authorized Certifying Official/Representative

Date

Printed/Typed Name and Title of Authorized Certifying Official/Representative

APPLICATION CHECKLIST #22
ASSURANCE OF AUDIT REQUIREMENTS
FY 2013 CDBG PROGRAM APPLICATION PROCESS

Agencies awarded with Community Development Block Grant (CDBG) funding that expend \$500,000 or more in total Federal financial assistance in a year are responsible for obtaining an independent audit in accordance with the Single Audit Act of 1984 and OMB Circular A-133. The computation of the total of such assistance includes all Federal funds received by the entire entity. For purposes of determining the amount of Federal assistance expended, all Federal assistance should be considered, including that which is received directly from a Federal agency, or passed through a state or local government, or through non-profit organizations, or any combination thereof.

If a subrecipient expends less than \$500,000 per year in Federal financial assistance, it is exempt from Federal audit requirements. However, the subrecipient must still have records available for review by HUD or the City, and must comply with the CDBG Program audit requirements.

The undersigned attest that the listed applicant agency expended \$ _____ in the past fiscal year (FY 2011) in Federal financial assistance as defined above, and therefore an audit _____ **IS** _____ **IS NOT** required. Our most recent fiscal year ended _____.

Name of Applicant Agency

Signature of Authorized Certifying Official/Representative

Date

Printed/Typed Name and Title of Authorized Certifying Official/Representative

**APPLICATION CHECKLIST #23
PROJECT CONTACT INFORMATION FORM
FY 2013 CDBG PROGRAM APPLICATION PROCESS**

If the proposed project is funded, this form will be used to facilitate correspondence with the Project Agency's staff. The individual listed as the Program contact should be able to respond to questions regarding the programmatic activities and reports. The individual listed as the Fiscal contact should be able to respond to questions regarding the fiscal activities and reports. **Please submit a new form each time any of the listed information is revised during the approved contract period. If there is change of address, your agency MUST submit a revised form to the CDBG Program Office, in order for reimbursement payments to issued properly.**

(PLEASE TYPE OR PRINT)

AGENCY: _____

PROJECT: _____

GENERAL CORRESPONDENCE CONTACT:

NAME: _____	PHONE: _____
TITLE: _____	FAX: _____
MAILING ADDRESS: _____ _____	
E-MAIL: _____ _____	

PROJECT ADDRESS:

1 ST : _____	2 ND : _____
_____	_____
(For additional project sites, please attach a separate sheet)	

PROGRAM CONTACT:

	<u>PRIMARY</u>	<u>ALTERNATE</u>
NAME	_____	_____
TITLE:	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
E-MAIL:	_____	_____

FISCAL CONTACT:

	<u>PRIMARY</u>	<u>ALTERNATE</u>
NAME:	_____	_____
TITLE:	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
E-MAIL:	_____	_____

**APPLICATION CHECKLIST #24
DESIGNATED AUTHORIZED SIGNATURES
FY 2013 CDBG PROGRAM APPLICATION PROCESS**

Please provide the information listed below to certify the designated individuals authorized to sign documents on the agency's behalf. **Agency self-certification is not acceptable, a second signature is required. Please submit a new form each time any of the listed information is revised during the executed agreement period.**

AGENCY: _____

PROJECT: _____

**AGENCY BOARD CHAIR/PRESIDENT CERTIFICATION OF DESIGNATED INDIVIDUALS
AUTHORIZED TO SIGN DOCUMENTS ON THE AGENCY'S BEHALF, AS SUBMITTED ON
THIS FORM**

NAME/TITLE: (Print) _____

SIGNATURE: _____

PRIMARY PERSON AUTHORIZED TO SIGN CDBG AGREEMENTS AND AMENDMENTS

NAME/TITLE: (Print) _____

SIGNATURE: _____

**PRIMARY BOARD OFFICER AUTHORIZED TO SIGN CDBG REQUESTS FOR
REIMBURSEMENT AND BUDGET ADJUSTMENT REQUESTS**

NAME/TITLE: (Print) _____

SIGNATURE: _____

**PRIMARY PERSON AUTHORIZED TO SIGN CDBG REQUESTS FOR REIMBURSEMENT
AND BUDGET ADJUSTMENT REQUESTS**

NAME/TITLE: (Print) _____

SIGNATURE: _____

**PRIMARY PERSON AUTHORIZED TO SIGN CDBG MONTHLY PROGRAMMATIC
REPORTS AND SCOPE ADJUSTMENT REQUESTS**

NAME/TITLE: (Print) _____

SIGNATURE: _____

**FY 2013 CDBG PROGRAM APPLICATION PROCESS
DESIGNATED AUTHORIZED SIGNATURES**

**ALTERNATE INDIVIDUALS AUTHORIZED BY
AGENCY BOARD CHAIR/PRESIDENT TO SIGN DOCUMENTS**

ALTERNATE PERSON AUTHORIZED TO SIGN CDBG AGREEMENTS AND AMENDMENTS

NAME/TITLE: (Print) _____

SIGNATURE: _____

**ALTERNATE BOARD OFFICER AUTHORIZED TO SIGN CDBG REQUESTS FOR
REIMBURSEMENT AND BUDGET ADJUSTMENT REQUESTS**

NAME/TITLE: (Print) _____

SIGNATURE: _____

**ALTERNATE PERSON AUTHORIZED TO SIGN CDBG REQUESTS FOR REIMBURSEMENT
AND BUDGET ADJUSTMENT REQUESTS**

NAME/TITLE: (Print) _____

SIGNATURE: _____

**ALTERNATE PERSON AUTHORIZED TO SIGN CDBG REQUESTS FOR REIMBURSEMENT
AND BUDGET ADJUSTMENT REQUESTS**

NAME/TITLE: (Print) _____

SIGNATURE: _____

**ALTERNATE PERSON AUTHORIZED TO SIGN CDBG MONTHLY PROGRAMMATIC
REPORTS AND SCOPE ADJUSTMENT REQUESTS**

NAME/TITLE: (Print) _____

SIGNATURE: _____

**ALTERNATE PERSON AUTHORIZED TO SIGN CDBG MONTHLY PROGRAMMATIC
REPORTS AND SCOPE ADJUSTMENT REQUESTS**

NAME/TITLE: (Print) _____

SIGNATURE: _____

APPLICATION CHECKLIST #25
CURRENT BOARD OF DIRECTORS/GOVERNING BOARD
FY 2013 CDBG PROGRAM APPLICATION PROCESS

Please provide the following information for the members of the agency's Board of Directors or Governing Board. Please submit a new form each time any of the listed information is revised during this contract period.

AGENCY: _____

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	

APPLICATION CHECKLIST #25
CURRENT BOARD OF DIRECTORS/GOVERNING BOARD
FY 2013 CDBG PROGRAM APPLICATION PROCESS

Please provide the following information for the members of the agency's Board of Directors or Governing Board. Please submit a new form each time any of the listed information is revised during this contract period.

AGENCY: _____

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	

APPLICATION CHECKLIST #25
CURRENT BOARD OF DIRECTORS/GOVERNING BOARD
FY 2013 CDBG PROGRAM APPLICATION PROCESS

Please provide the following information for the members of the agency's Board of Directors or Governing Board. Please submit a new form each time any of the listed information is revised during this contract period.

AGENCY: _____

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	

Name	
Board Title	
Business/Community Affiliation	
Address	
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Business/Community Affiliation	
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Business/Community Affiliation	
Address	
E-Mail	

APPLICATION CHECKLIST #25
CURRENT BOARD OF DIRECTORS/GOVERNING BOARD
FY 2013 CDBG PROGRAM APPLICATION PROCESS

Please provide the following information for the members of the agency's Board of Directors or Governing Board. Please submit a new form each time any of the listed information is revised during this contract period.

AGENCY: _____

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	

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Board Title	
Business/Community Affiliation	
Address	
E-Mail	

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	

Name	
Board Title	
Business/Community Affiliation	
Address	
E-Mail	